

CHIEF DEPUTY COMMISSIONER OF THE REVENUE

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work assisting with the overall administration of the office; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with planning, directing and supervising personal property, business tax, real estate, mapping and state income tax programs; interpreting laws and ordinances; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; interviews candidates for employment; makes hiring selections; conducts/coordinates staff training and activities.
- Coordinates daily work activities; organizes, prioritizes and assigns work; consults with assigned staff, assists with complex/problem situations and provides technical expertise; performs the duties of the Commissioner of the Revenue when assigned.
- Interprets, applies, and ensures compliance with all applicable codes, ordinances, laws, rules, regulations, statutes, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; interprets legal documents and land surveys for staff and general public.
- Prepares budget formulations, goal setting and long/short range planning; designs/orders specialized tax forms; prepares administrative and technical correspondence; compiles reports for federal, state and local agencies.
- Researches records; prepares necessary court documents; represents the Commissioner in relation to complex taxpayer disputes, delinquent taxpayers and escheatments; appears in court and works closely with County Attorney's office to administer all legal matters.
- Responds to questions or complaints related to department operations or personnel; researches problems and initiates problem resolution; provides resolution of complex problems beyond the capability or authority of subordinate staff.
- Serves as contact person and coordinator regarding all third party vendor software program procedures, software maintenance and system modifications.
- Oversees maintenance of department files/records; ensures maintenance of documentation/records per established guidelines governing records retention.
- Attends meetings, serves on committees and makes speeches or presentations as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general laws and administration of policies governing real and personal property; thorough knowledge of modern office practices and of standard office and accounting equipment, including computer equipment; ability to plan and supervise the work of subordinates; ability to communicate ideas effectively in both oral and written forms; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to establish and maintain effective working relationships with County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting or related field and extensive tax administration experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.